

**DRAFT**  
Timetable for appointment of Chair

| <b>Date</b>                      | <b>Meeting</b>  | <b>Action</b>  |
|----------------------------------|---|--|
| 23 March                         | Governors' Council  | DS announces retirement  |
| 20 April                         | BoD   | Agree appointment process/timetable and key issues to be resolved: <ul style="list-style-type: none"> <li>• Identification of budget</li> <li>• Use of executive search agency</li> <li>• Role and contribution of CEO</li> <li>• Role of SID, Vice Chair of Nominations Committee and Lead Governor</li> <li>• Identification of external assessor</li> </ul> |
| 18 May                           | BoD   | Discuss and agree Job Description/ Person Specification  |
| * 23 May or 26 May               | Nominations Committee and<br>AJC meets Nominations Committee                                    | Confirm appointment process<br>Resolve key issues including composition of Appointment Panel<br>Discuss and agree Job Description/ Person Specification  |
| 7 June                           | Governors' Council  | Discuss and confirm Job Description/ Person Specification  |
| w/c 20 June                      | Trust Secretary and 2 Members of Nominations Committee  | Beauty parade of potential executive search agencies and decision  |
| w/c 1 August                     |   | Post advertised  |
| w/c 22 August                    |   | Closing date for acceptance of applications  |
| w/c 29 August                    |   | Longlisting  |
| w/c 5 September                  | Nominations Committee Appointment Panel   | Shortlisting   |
| * September<br>20 or 23          |   | Candidates meet AJC  |
| w/c 19 September                 |   | Informal session for stakeholders to meet candidates   |
| *October<br>4, 7, 14, 20, 24, 28 | Nominations Committee Appointment Panel   | Interviews   |
| ?? October                       | Governors' Council (either 13 September moved into October or additional extraordinary meeting) | Ratify Appointment   |

\* = dates currently OK in AJC's diary

U:\Governors Council Nominations Committee\Chair Appointment 2011\DRAFT timetable (3).doc